

2211 JAN 1983

83-0140/2

MEMORANDUM FOR: Career Management Officer, DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

DD/A REGISTRY

FILE: 100-3-2

SUBJECT: Phase IV Long-Range Plan Action Items

1. As a result of the recent exercise in long-range planning for the EXCOM, a number of themes were identified which require further action. The items generally concern improving the management of support services and need research, coordination, and study. To accomplish this, it is requested that you conduct a thorough review of the subjects listed in the attachment and submit a detailed report on your findings. Your efforts should result in a thoughtful exploration of the topics which, from a Directorate viewpoint, considers the organizational implications as well as the potential for improving the efficiency, effectiveness, and timeliness of our support to the Agency's mission. Your review should also identify those sections of regulations that are thought to be unnecessarily cumbersome. A mutually acceptable date for the completion of these reports should be coordinated with the DDA Plans Officer.

Harry E. Fitzwater

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Attachment

cc: SSA/DDA

DDA/MS [redacted] (19Jan83)

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- Orig - Adse (w/att)
- 1 - HEF Chrono (w/o att)
- 1 - DDA Subject (w/att)
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- 1 - SSA/DDA (w/att)

1. ADD A SUPPORT TRAINING MODULE TO THE CAREER TRAINEE COURSE.: In conjunction with the Office of Training and Education and the Office of Personnel, you should explore and report on the need for and the feasibility of adding a segment to the Career Trainee Program which would provide intensive support-related training to those new employees who have a high potential, not only for rapid career advancement, but also for overseas assignment. This course would be to give a professional introduction and familiarization with the full range of all DDA functions and procedures to our new high-potential employees who will be entering the Directorate through the Career Trainee Program.

2. DEVELOP A DDA CAREER DEVELOPMENT PROGRAM: With the Office of Training and Education, you should review and report on the need for and feasibility of establishing a training course for the DDA similar to that of the DDS&T Career Development Course at the GS-12 to 14 level. This would be separate and distinct from the above requested study as this course will be primarily for officers who have been on board for awhile and will assume some knowledge of DDA mission and functions.

3. DEVELOP A PROCEDURE AND POLICY FOR INTER- AND INTRA-DIRECTORATE ROTATIONAL TOURS AT THE GS-7 to 11 LEVEL: The obvious purpose of these tours would be to provide an awareness of and appreciation of the mission and functions which are performed in those components which the DDA serves. It should also broaden the employee's knowledge of the interfaces his career service has with the rest of the Directorate and the Agency. Ideally, after an initial period of familiarization and training of one to two years in the career service headquarters, a high potential employee could be competitively selected for assignment to another office either within the Directorate or in another Directorate. However, it is imperative that the employee be given substantive work experiences in the career field and not simply undergo orientation and training. When the employee is reassigned to the career service at the GS-11 or 12 level he will have a much broader experience and greater productivity.

4. DETERMINE A METHOD OF UTILIZING EMPLOYEES AWAITING CLEARANCES: Although this idea has been tried in the past and dropped for a variety of reasons, it has enough merit that I would like you to review and report on the potential use we could make of employees while awaiting clearances. For example, they could do work on the unclassified FBIS daily report.

5. EVALUATE AND REPORT ON THE USE OF PMI: This report should give a review of our present utilization of the PMI program: its

overall value to the Directorate; suggestions for better utilization at the Office level; and explore ways we can get more use from this program.

ROUTING AND TRANSMITTAL SLIP

Date

19 Jan 83

TO: (Name, office symbol, room number,
building, Agency/Post)

Date

1. EO/DDA

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JAN 1983

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